



Fire and Earthquake Procedures

**6611 No. 4 Road
Richmond, B.C.
V6Y 2T2
(604) 668-6212**

A.R. MacNeill Secondary School Fire and Earthquake Emergency Evacuation Procedures

The following information is intended to supplement the Emergency Evacuation Procedures brochure that has been professionally prepared for MacNeill Secondary. A copy of the brochure is located in your staff handbook. Staff are required to have reviewed the procedures outlined in the brochure.

Each room in the school has a map posted by the door that clearly shows the recommended evacuation route. Staff are encouraged to review these routes for each space that they occupy while at MacNeill Secondary.

In the Event of a FIRE

The steps outlined below are to be followed by all staff in the event that the school must be evacuated upon activation of the fire alarm:

During Instructional Time:

- All instructional activity shall cease immediately
- Teacher will collect their attendance sheet and evacuation form
- Teacher will assign 1 student to carry the emergency bag and 1 student to close the door behind the class
- Teacher will lead the students, where possible, out of the building using the recommended route posted in the classroom
- Once out of the building, classes will be led by the teacher to the emergency assembly area on the southwest playing field
- All driveways must be kept well clear of at all times
- At the emergency assembly area teachers are to
 - Take attendance
 - Fill out evacuation form
 - Send evacuation form with a student runner to Mrs. Lieffering (by the gate)
 - Remain with class at all times
- Students and staff will remain on the field until instructed to do so otherwise over the P.A. system

During Non-Instructional Time (before and after school, nutrition break, and lunch):

- Staff and students are to proceed to the emergency assembly area as quickly and efficiently as possible
- Students are to find their advisory teacher on the field in their predetermined location
- At the emergency assembly area teachers are to
 - Take attendance
 - Fill out evacuation form
 - Send evacuation form with a student runner to Mrs. Lieffering (by the gate)
 - Remain with advisory class at all times
- Students and staff will remain on the field until instructed to do so otherwise over the P.A. system

In the Event of an EARTHQUAKE

The steps outlined below are to be followed by all staff in the event that the school must be evacuated upon evidence of an earthquake and activation of the fire alarm:

Earthquakes happen with no warning; therefore, action must be taken at the first indication of ground shaking.

Even in the most severe earthquakes, buildings rarely collapse completely. Injury and even death are most often caused by the shattering and falling of non-structural elements such as window glass, ceiling plaster, lighting fixtures, chimneys, roof tiles, and signs.

There will be no time to think of what to do.

During Instructional Time:

DUCK – COVER – HOLD

- Issue “**Duck and Cover**” command

- Immediately face away from windows and take cover under or beside desks, counters or tables.
- In science labs, activate emergency shut-off for all power and extinguish all burners if possible, before taking cover; stay away from hazardous chemicals that may spill.
- In technical education shops, activate emergency shut-off for all power equipment if possible, before taking cover; stay away from hazardous chemicals that may spill.
- In the library, move away from where books and bookshelves may fall, take cover.
- Assume “Crash” position on knees, head down, one hand clasped over neck (or neck/head covered with book or jacket) and one hand holding on to the furniture. Posture must be such that the most vulnerable areas (the neck and chest) are protected. *Teachers must immediately take steps to protect themselves and prevent personal injury during an earthquake. Teachers have an extremely important role to play in assisting students through the post earthquake recovery stage.*
- Count aloud for the duration of the earthquake. After the shaking stops start counting again and count aloud to sixty (60).
- If the teacher is injured, two student monitors should have designated authority to give instructions.
- Sixty seconds after the shaking has stopped, students should be instructed to check carefully for injuries and dangerous objects such as broken glass before moving and standing up. Students should be instructed to be silent during this time.
- Apply life saving first aid interventions only. Do not delay the evacuation of uninjured students.
- Teacher will collect their attendance sheet and evacuation form
- Teacher will assign 1 student to carry the emergency bag and
 1 student to close the door behind the class
- Teacher will lead the students, where possible, out of the building using the recommended route

- Once out of the building, classes will be led to the emergency assembly area on the southwest playing field
- Avoid overhead wires that may have broken during the earthquake. Lead students directly away from the building and into an open space.
- Survivors and walking wounded should be evacuated first. The seriously injured must be left for the school's designated search and rescue team.
- If a secondary earthquake or "aftershock" occurs, students/staff should "**Squat and Cover**" (Place head close to knees, clasp hands behind neck, cover side of head with arms (if cover is available use it or place back against an interior wall). The "**Duck and Cover**" procedure is not advised as the ground may be littered with debris from the initial shock. Repeat the above post earthquake instructions and continue evacuation procedures.
- Students and staff will remain on the field until instructed to do so otherwise over the P.A. system.

****All staff on a prep or spare are to report to Monica ASAP to assist as necessary****

During Non-Instructional Time (before and after school, recess, and lunch):

DUCK – COVER – HOLD

- Move away from windows, shelves and heavy objects that may fall.
- Take cover under a table or desk, in a corner or doorway.
- In halls, stairways and other areas where no cover is available, move to an interior wall, kneel, clasp hands behind neck, and cover side of head with arms.
- In the library, move away from where books and bookshelves may fall, take cover.

- Stay inside for 60 seconds after shaking stops. Usually the most dangerous place during a quake is just outside of the building where debris may fall; exit only after the shaking has stopped.
- In science labs, activate emergency shut-off for all power and extinguish all burners if possible, before taking cover; stay away from hazardous chemicals that may spill.
- In technical education shops, activate emergency shut-off for all power equipment if possible, before taking cover; stay away from hazardous chemicals that may spill.
- Staff and students are to proceed to the emergency assembly area as quickly and efficiently as possible
- Students are to find their advisory teacher
- At the emergency assembly area teachers are to
 - Take attendance
 - Fill out evacuation form
 - Send evacuation form with a student runner to Mrs. Lieffering (by the gate)
 - Remain with class at all times
- Students and staff will remain on the field until instructed to do so otherwise over the P.A. system.



****All staff on a prep or spare are to report to Monica ASAP to assist as necessary****

Additional Information:

Earthquakes are a particular concern for schools with their large concentrations of children in confined spaces.

The first indication of an earthquake may be a sudden violent jolt, shaking and moving of objects.

Earthquakes actually occur daily but are of such small magnitude that most are never felt. The magnitude of earthquakes is measured relative to Richter scale. Charles Richter developed his scale on which an increase of one point represents an earthquake of ten times the magnitude of the previous scale rating. Listed below are the relative severities of earthquakes.

<u>Richter Scale</u>	<u>Class</u>	<u>Indications/Results</u>
2	Feeble	Noticed only by sensitive people
3	Slight	Resembling vibrations caused by heavy traffic
4	Moderate	Rocking of free standing objects
5	Rather strong	Sleepers awakened, widely felt
6	Very strong	Damage from overturning and falling objects; cracking of walls
7	Destructive	Ground begins to crack, houses to collapse and pipes to break
8	Disastrous	Ground badly cracked, landslides, many buildings destroyed, bridges, railways destroyed, water, gas, electricity, telephones, etc. out of action
9	Catastrophic	Total destruction, objects thrown into air, much heaving, shaking and distortion of surface (10,000 times the power of the A-bomb dropped on Hiroshima)